



St Augustine's College – Augustine Heights

DUTY STATEMENT

EARLY/JUNIOR/MIDDLE YEARS GENERAL SCHOOL OFFICER

Role Statement

The role of Early/Junior/Middle Years General School Officer supports Early/Junior/Middle Years Teacher in the provision of quality education and support to students. As the role holder will be based primarily in a classroom environment a high level of confidentiality and willingness to work with and engage with students is essential. The role holder operates within the Catholic educational environment and culture and will be supportive of the mission of the College.

College Profile

St Augustine's College is a master planned P-12 co-educational Archdiocesan College located in the fast growing Brisbane region of Springfield. The College has an active enrolment profile with enrolments expected to reach 1420 in 2017. Four distinct but connected educational precincts operate within the College – Early, Junior, Middle and Senior Years.

Classification: School Officers Award – Level 2 Term Time

Qualifications: Certificate III in Educational Support or any like qualification or knowledge and experience considered appropriate for the position.

Characteristics of the Position

- Ability to organise time and prioritise tasks;
- Good communication skills with both children and adults;
- Ability to accept direction but also exercise initiative when appropriate;
- Flexibility – able to work within the dynamic nature of childhood education;
- Ability to act and react calmly during times when children may be distressed or upset;
- Ability to maintain confidentiality in all matters concerning students, staff and the College;

Typical Tasks/Duties

- Under direct and/or routine supervision, assist the classroom teachers with student learning activities both inside and outside the classroom.
- With guidance from the Line Manager, develop a roster and routine for classroom support and activities.
- Organise the set up and pack up of resources both inside the classroom and the environs of the College as requested by the classroom teacher.
- Take students for small group activities under the direction of the classroom teacher and provide effective feedback to the teacher on student progress.
- Assist the classroom teacher to keep classroom records and student portfolios.
- Assist with the Reading Program for Early, Junior & Middle Years including keeping accurate records of student reading levels.
- Perform administrative tasks to assist the classroom teacher with the requirements of reporting, budgeting, printing, resource ordering and management.
- Perform administration tasks to assist the classroom teacher with the preparation and filing of student work and preparation of classroom resources.
- Assist with the supervision of students, during excursions and at swimming, sporting and other events both within the College and at outside venues.
- Provide support to students with their physical needs where some discretion and judgement are involved.
- Assist teachers to maintain a clean and tidy classroom environment including storage facilities allocated to the classroom.
- Support a relief teacher during the absence of a regular classroom teacher.
- Other appropriate tasks as directed/requested by a classroom teacher or College Leadership.

Reporting Responsibilities:

The Early/Junior/Middle Years General School Officer reports directly to a member of the College Leadership Team. Ultimately, the role holder is responsible to the Principal. A significant relationship exists with all teachers in the Early/Junior/Middle Years Precincts and other members of the College Leadership Team.